

March 7, 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Contact (Next of Kin) Data Base

The Army has developed an automated emergency contact data base system as a result of the lessons learned from the September 11th terrorist attacks. Upon receipt of this memorandum, Commands are to implement this new system for all Appropriated and Nonappropriated fund civilian employees. Employees will enter their emergency contact information as described in the enclosed instructional document. The instructions can also be found on the Army website, at www.cpol.army.mil. Registration should be completed within 60 days.

Commanders will remind their employees, on at least an annual basis, to review and update their emergency contact information to ensure the data base is kept current.

Activities should be reminded to meet their statutory and contractual labor relations obligations in implementing this program.

//signed/
David L. Snyder
Deputy Assistant Secretary
(Civilian Personnel Policy)

Enclosure

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